

New York Jobs CEO Council

Resume & Cover Letter Writing Guide

Resumes and cover letters are documents that allows job seekers to highlight their relevant skills, experiences, and interests to a specific role. These documents are NOT a total representation of who you are as a candidate and aren't meant to be a list of everything you've done in the past.

Resumes and Cover letters are tools to communicate how your skills and experience apply to a job, industry, and potential employer, and can open the door to an in-person interview experience that will allow you to further showcase your skills, interest and potential.

The below is meant to be a guide to help you create your resume and cover letter. Please reach out to us at talentnetwork@nyjobsceocouncil.org if you have any questions.

-The Jobs Council Student Engagement Team

Cover Letter Writing Tips

TIPS	GUIDING NOTES
Start with a strong opening paragraph	Begin your cover letter with a compelling introduction. Express your interest in the position and company, and briefly mention how you learned about the opportunity. You can also mention any connection or personal interest you have in the company or industry.
Highlight your interest	Explain why you are interested in the specific role, company and how it aligns with your career goals.
Showcase relevant skills	Highlight any transferable skills that are applicable to the position. These could include strong written and verbal communication skills, attention to detail, research abilities, creativity, and the ability to work independently.
Education and relevant coursework	Mention your educational achievements, relevant coursework, academic projects, or any relevant courses you have completed, but be concise as it is not necessary to include everything that is reflected on your resume here.
Express willingness to learn and grow	Emphasize your enthusiasm for continued learning and improving your skillset in alignment with the employers stated corporate values and culture.
Personalize the letter to the company	Research the organization and the specific role you are applying for. Incorporate this knowledge into your cover letter by mentioning what you admire about the company, its values, or any recent achievements that resonate with you. This research will be very helpful as you prepare for your interviews as well!
Close the letter with a strong conclusion	Summarize your key points and reiterate your interest in the position. Thank the reader for considering your application and express your eagerness to further discuss how you can contribute to the organization.
Keep it concise and well-organized	Make concise sentences to ensure readability and make it easy for employers to scan your cover letter quickly.
Proofread and edit	Before sending your cover letter, proofread it carefully to eliminate any errors or typos. Read it aloud or ask someone else to review it for clarity and coherence.

Cover Letter Template

[First Name and Last Name]
[Email Address]
[Phone Number]
[Today's Date]

[Recipient's Name]
[Company Name]
[Company's Street Address]
[City, State, ZIP Code]

Dear [Recipient's Name],(if you don't know the hiring manager's name, it is okay to write "To whom it may concern,"

Introduction: Introduce yourself and express your enthusiasm to the potential employer. Include why you're excited about the job and the company and how it lines up with your career goals. Include keywords from the job posting and match your skills to the employer's requirements. Summarize what qualities and experiences make you a great fit for the company and the role.

Body: Write 1-2 paragraphs where you include skills that are relevant to the position you are applying for. Discuss a specific improvement or goal achieved and how it relates to the role. List any technical skills or abilities that will be useful in your future position.

Closing: Conclude by saying thank you to the employer for his/her time and consideration and by making a call to action. Reiterate your interest in the position and highlight how your qualifications and skills make you a great candidate for the position. Politely state that you welcome the opportunity to become a contributing member of the team.

Sincerely,

[Your Name]